

University of Gloucestershire

Scheme of Delegation and Key Decision-Making



Policy date	Council Approved 28 April 2026
Date to be reviewed	Annually

1. SCOPE

- 1.1 The purpose of this document is to identify the responsibilities and delegated authorities for making key decisions in the name of, or on behalf of, University of Gloucestershire.
- 1.2 The Scheme of Delegation sets out those decisions taken by, or delegated from, University of Gloucestershire's Council and committees. These responsibilities are in accordance with charity law and the principles set out in the Articles of Association and published policies of University of Gloucestershire. The Scheme of Delegation is to be read alongside these documents and is not meant to replace them.
- 1.3 The Council is responsible for the overall strategic direction of University of Gloucestershire and, whilst no such Scheme of Delegation can be absolutely comprehensive, the intention of this Scheme of Delegation is to provide clarity on the decision-making process and final authorities in relation to key strategic and policy matters. The Scheme of Delegation also forms a frame of reference through which questions about other types of decision may be resolved.
- 1.4 This Scheme of Delegation came into force on 28 April 2026 and is subject to review by the full Board of Council on an annual basis.
- 1.5 The University of Gloucestershire has adopted the Higher Education Code of Governance produced by the Committee of University Chairs ("the Code"), the most recent version being September 2020. In accordance with the Code, the University will undertake a regular, full and robust review of governance effectiveness, which includes a review of this Scheme of Delegation, with independent input every three (3) years.
- 1.6 Any queries regarding the Scheme of Delegation should be emailed to universitysecretary@glos.ac.uk.

2. CONSTITUTIONAL BACKGROUND

- 2.1 University of Gloucestershire is a private limited company by guarantee (without share capital use) and is registered at Companies House with company number 06023243, incorporated on 8 December 2006.
- 2.2 University of Gloucestershire is an "exempt charity", meaning that it is not required to register with, nor is it regulated by, the Charity Commission. Instead, the Office for Students (established by the Higher Education and Research Act 2017) is the independent and principal regulator for higher education in England, including University of Gloucestershire, responsible for monitoring compliance with charity law obligations.

2.3 UoG's governing document is its Articles of Association (<https://www.glos.ac.uk/information/knowledge-base/articles-of-association-august-2025/>) and its charitable objects are set out in Article 2 as follows:

"The object of the University shall be the advancement of education in the United Kingdom for public benefit including without limitation:-

- *the provision and operation of a university under the name University of Gloucestershire (or such other name as may be approved from time to time);*
- *the provision of a university for the advancement of learning and knowledge by teaching and research and for enabling students to obtain the advantages of university education; and*
- *to undertake educational and research activities; and*
- *through its activities and work, to reflect and show both its civic and evangelical Church of England foundations."*

2.4 The powers of University of Gloucestershire are detailed in Article 3 of the Articles of Association.

3. FRAMEWORK AND PRINCIPLES OF DELEGATION

3.1 As stipulated in Article 13 of the Articles of Association, the affairs of University of Gloucestershire shall be conducted by the Council, which is the governing body of University of Gloucestershire.

3.2 As the governing body of University of Gloucestershire, the Council is responsible for (Article 13 of the Articles of Association):

"the determination of the educational character and mission of University of Gloucestershire and for oversight of its activities;

- *the effective and efficient use of resources, the solvency of University of Gloucestershire and for safeguarding its assets;*
- *approving annual estimates of income and expenditure;*
- *the appointment, assignment, appraisal, grading, suspension, dismissal and determination of the pay and conditions of service of the Vice-Chancellor and the holders of senior posts as may be decided by the Council in accordance with the procedure laid down by the Council;*

- *setting a framework for the pay and conditions of service of all other Staff;*
- *the appointment of Auditors; and*
- *establishing and maintaining machinery for promoting engagement between University of Gloucestershire and industry, commerce, the professions, other universities, other educational establishments, research organisations and local communities.”*

3.3 The Council cannot delegate decisions on the following matters, and these will be reserved for decision by the full Board of Council (Articles 14.5 the Articles of Association):

“the determination of the educational character and mission of University of Gloucestershire;

- *the approval of the annual estimates of income and expenditure;*
- *ensuring the solvency of the University of Gloucestershire and the safeguarding of its assets;*
- *the appointment or dismissal of the Senior Staff; or*
- *the varying or revoking of the Articles of Association of University of Gloucestershire.”*

3.4 The Council is able to delegate other matters and powers as detailed in the Article 14 of the Articles of Association:

“The Council may establish committees for any purpose or function, other than those assigned elsewhere in these Articles to the Vice-Chancellor or to the Academic Board, and may delegate powers to such committees or to the Chair of the Council or to the Vice-Chancellor.”

“The Council shall establish a committee or committees to determine or advise on internal and external audit, finance, employment policy and the remuneration of the Vice-Chancellor and members of the Executive Group and the appointment of Members of Council.”

“The Council:-

- *may establish a committee or committees for any purpose or function other than those reserved to itself in Article 14.5 or those assigned elsewhere to the Vice-Chancellor or Academic Board;*

- *shall establish and maintain terms of reference for all such committees; and*
- *may delegate powers to such committees or to the Chair or to the Vice-Chancellor.”*

“The membership of committees shall be open to persons who are not Council Members but not less than one third of any such committee members shall be Council Members.”

3.5 In accordance with the Articles of Association, the Council has established the following committees and the full Terms of Reference for each committee below are available on University of Gloucestershire’s website:

3.5.1 University Executive Committee:

<https://www.glos.ac.uk/information/knowledge-base/university-executive-committee/>

3.5.2 Academic Board: <https://www.glos.ac.uk/information/knowledge-base/academic-board-terms-of-reference/>

3.5.3 Audit and Risk Committee:

<https://www.glos.ac.uk/information/knowledge-base/audit-committee-terms-of-reference/>

3.5.4 Finance and General Purposes Committee:

<https://www.glos.ac.uk/information/knowledge-base/finance-and-general-purposes-committee-terms-of-reference/>

3.5.5 Remuneration and Human Resources Committee:

<https://www.glos.ac.uk/information/knowledge-base/remuneration-and-human-resources-committee-terms-of-reference/>

3.5.6 Governance and Nominations Committee:

<https://www.glos.ac.uk/information/knowledge-base/governance-and-nominations-committee-terms-of-reference/>

3.6 As the Chief Executive and Senior Academic Officer of University of Gloucestershire, the Vice-Chancellor is responsible to the Council,

3.7 In accordance with Article 18.4 of the Articles of Association, the Vice-Chancellor shall have the following powers and duties:-

“Without prejudice to any terms or conditions attached to the appointment of the Vice-Chancellor from time to time pursuant to this Article 18, the Vice-Chancellor shall have the following powers and duties:

- making proposals to the Council about the educational character and mission of the University and for implementing the decisions of the Council;*
- the organisation, direction and management of the University and leadership of the Staff;*
- the appointment, assignment, grading, appraisal, suspension, dismissal, and determination - within the framework set by the Council - of the pay and conditions of service of Staff other than Senior Staff;*
- the determination, after consultation with the Academic Board, of the University's academic activities, and for the determination of its other activities;*
- preparing annual estimates of income and expenditure, for consideration by the Council, and for the management of budget and resources, within the estimates approved by the Council; and*
- the maintenance of student discipline and, within the rules and procedures provided for within these Articles, for the suspension or expulsion of Students on disciplinary grounds and for implementing decisions to expel Students for academic reasons.”*

4. KEY PRINCIPLES

- 4.1 The Scheme of Delegation has been prepared with reference to University of Gloucestershire's Articles of Association, which constitute the overriding authority should any future contradiction between the Scheme of Delegation and the Articles of Association arise.
- 4.2 Ultimate accountability and responsibility for any decision or process that has been delegated by Council or any other primary authority is retained by Council.
- 4.3 Where delegated power exists, it is imperative that the officer or senior manager to whom authority has been delegated ensures that appropriate frameworks and procedures are in place within their area of responsibility before delegating further.
- 4.4 It is recognised that decisions may need to be made by exception without normal practices in the event of a major incident or crisis. In such

circumstances, Council shall delegate authority to the Vice-Chancellor, supported by the Senior Leadership Team and, all such decisions made in the event of a major incident or crisis, must be reported to the subsequent Council meeting.

UNIVERSITY OF GLOUCESTERSHIRE
DELEGATION OF AUTHORITY

Pursuant to the University of Gloucestershire’s Articles of Association, the affairs of University of Gloucestershire shall be conducted by the Council, which is the governing body of University of Gloucestershire. The Council delegates the actions, decisions and processes as set out in the Table below.

Ultimate accountability and responsibility for any decision or process that has been delegated by Council or any other primary authority is retained by Council.

No.	Description/Action	The Delegated Authority	Nature of Delegation and Process <i>It should be stated here whether any other senior bodies/individuals other than those set out in the ‘Delegation’ column are involved in the governance process</i>
1.	Governance		
1.1.	The ultimate oversight of the University’s activities to ensure within charitable purposes	<ul style="list-style-type: none"> • Audit and Risk Committee; • Governance and Nominations Committee; • Remuneration and Human Resources Committee; • Finance and General Purposes Committee • University Executive Committee; • Academic Board 	Please see individual terms of reference for each Committee.
1.2.	Amendments to the University’s governing	Retained by Members under Company Law	The Members of the University of Gloucestershire retain ultimate authority regarding any amendments to the University’s Articles of

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	document – the Articles of Association		<p>Association in accordance with Company Law and the Articles of Association.</p> <p>Governance and Nominations Committee considers and reviews any proposed amendments and makes recommendations to Council. Council then reviews and makes recommendations to the Members in relation to proposed amendments to the Articles of Association. Members can also bring forward amendments directly.</p> <p>The University is currently a 'closed company' meaning the individuals appointed as Council Members (i.e. company directors and charity trustees) are also the only Members (i.e. company members). The role of Council Member and Member are separate and distinct, and have different legal duties and responsibilities. Under Company Law, amendments to Articles of Association must be agreed and approved by Members.</p>
1.3.	Development of and amendments to the Scheme of Delegation	Retained by Council	<p>Significant amendments are reviewed by the relevant Committee for recommendation for approval by the Council.</p> <ul style="list-style-type: none"> • Audit and Risk Committee; • Governance and Nominations Committee; • Remuneration and Human Resources Committee; • Finance and General Purposes Committee • University Executive Committee; • Academic Board

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			Minor amendments are made by the University Secretary or the Assistant Secretary and noted by the relevant Committee and Council. Minor amendments include, but are not limited to, administrative changes such as updated to reflect revised policies and processes, changes to job titles, changes to committee names etc.
1.4.	Development of and amendments to the Standing Orders	Governance and Nominations Committee	Please refer to Governance and Nominations Committee Terms of Reference
1.5.	Development of and amendments to the Terms of References for relevant sub-committees (set out separately below)	<ul style="list-style-type: none"> • Audit and Risk Committee; • Governance and Nominations Committee; • Remuneration and Human Resources Committee; • Finance and General Purposes Committee • University Executive Committee; • Academic Board 	<p>All committees review and approve any potential amendments to their Terms of Reference on an annual basis, which are then reviewed and approved by Council (however amendments can be made in-year as required).</p> <p>Minor amendments are made by the University Secretary or the Assistant Secretary and noted by the relevant Committee and Council.</p> <p>Minor amendments may include, but are not limited to, administrative changes such as updates to reflect revised policies or processes, changes to job titles, changes to committee names etc.</p>
	Terms of Reference: Council (which includes statement of primary responsibilities)	Retained by Council	Any in-year amendments are submitted to Secretary to Council as required.

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	Terms of Reference: University Executive Committee	University Executive Committee	Any in-year amendments are submitted to University Executive Committee as required.
	Terms of Reference: University Academic Board	University Academic Board	Any in-year amendments are submitted to University Academic Board as required.
	Terms of Reference: The Audit and Risk Committee	The Audit and Risk Committee	Any in-year amendments are submitted to The Audit and Risk Committee as required.
	Terms of Reference: The Finance and General Purposes Committee	The Finance and General Purposes Committee	Any in-year amendments are submitted to The Finance and General Purposes Committee as required.
	Terms of Reference: The Governance and Nominations Committee	The Governance and Nominations Committee	Any in-year amendments are submitted to The Governance and Nominations Committee as required.
	Terms of Reference: The Remuneration and Human Resources Committee	The Remuneration and Human Resources Committee	Any in-year amendments are submitted to The Remuneration and Human Resources Committee as required.
1.6.	Appointment of Chair and Deputy Chair of the Council	Retained by Council	In accordance with the Articles of Association. The Governance and Nominations Committee can advise Council as to this process.
1.7.	Establishment of committees of the Council	Retained by Council	In accordance with the Articles of Association.

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			<p>The Governance and Nominations Committee can advise Council as to this process.</p> <p>Further, the Governance and Nominations Committee will review the membership of Council's committees and will recommend to Council the appointment of Council and co-opted members to committees and the appointment of committee chairs.</p>
1.8.	Determination of allowances to be paid to members of the Council	Retained by Council (Members retain authority for any amendments to Articles under under Company Law)	<p>In accordance with the Articles of Association, which prohibit allowances to be paid to Council members.</p> <p>Governance and Nominations Committee have oversight of Council members related party transactions (including expenses).</p> <p>Any changes to allowances would be considered and reviewed by Governance and Nominations Committee with recommendations made to Council for decision. Should any amendments be required to the Articles of Association, Member approval and decision would be required.</p>
1.9.	Approval of the selection or election arrangements and periods of appointment of members of the Academic Board	Academic Board	<p>Please see Terms of Reference for Academic Board.</p> <p>Any changes that require an amendment to the Articles must be agreed and approved as detailed in 1.2 above and ultimately approved by the Company Members.</p>
1.10.	Approval of the selection or election arrangements and periods of appointment of	University Executive Committee	Please see Terms of Reference for University Executive Committee.

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	members of the University Executive Committee		
1.11.	To oversee and monitor the implementation of Council induction and training	The Governance and Nominations Committee	The University Secretary or the Assistant Secretary can advise the Governance and Nominations Committee as to this process.
1.12.	Maintenance of the Register of Council Members' Interests and Related Party Transactions	<ul style="list-style-type: none"> • Secretary to Council • The Governance and Nominations Committee 	<p>An update of the Register of Interests and Related Party Transaction declarations shall be conducted on an annual basis, and the results of which shall be published on the University's website.</p> <p>It is individual Council members who are responsible for the accuracy of any declarations and for proactively providing any details as a result of changes in their circumstance as necessary and in a timely fashion (both on the annual update and at any meeting).</p> <p>Related Party Transactions are also considered by Auditors as part of the preparation of the University's financial statements.</p>
1.13.	Ensuring that Council's business is conducted in accordance with best practice in higher education	Governance and Nominations Committee	The University's internal Governance Team support and advise on best practice, including but not limited to, taking into account external best practice from the Charity Commission, the Office for Students, the Code etc.
1.14.	Effectiveness reviews of Council and its Committees	Governance and Nominations Committee	Governance Effectiveness Reviews shall be carried out periodically, in accordance with the Code and best practice. The University's internal Governance Team will also provide support and advice

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1.15.	Approval of Students' Union constitution	Retained by Council	In accordance with the Articles of Association.
1.16.	Submission of reportable events to the Office for Students	University Secretary or Assistant Secretary to Council	
1.17.	Use of the University seal, in accordance with agreed procedures	Secretary to Council	In accordance with the Articles of Association.
1.18.	Identification of matters of ethical concern or any matter or activity that may lead to material adverse reputational risk to the University	University Executive Committee	<p>The University Executive Committee are responsible for the identification of risk in this regard.</p> <p>Where, in the view of the University Executive Committee, there are issues of ethical concern or the potential for material adverse reputational risk, matters shall then be escalated to Council.</p> <p>Where there is uncertainty as to whether a matter should be escalated, The University Executive Committee shall generally escalate if there is a risk of major impact and/ or attempts to resolve the issue have failed.</p>
1.19.	Appraisal of the Vice Chancellor and the Secretary to Council	Chair of Council	The Remuneration and Human Resources Committee also considers the performance of the Vice-Chancellor and provides support and assistance to the Chair of Council.

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1.20.	Appointment, suspension and removal of members of Council	Retained by Council	This action shall be dealt with in accordance with the University's Articles of Association. The Governance and Nominations Committee make recommendations to Council.
1.21.	Appointment, suspension and removal of University Secretary to Council	Retained by Council	This action shall be dealt with in accordance with the University's Articles of Association. The Governance and Nominations Committee can provide support to the Council, but Council retains decision making authority.
1.22.	Appointment, suspension and removal of members of the Council's Boards of Committees	Retained by Council	The Governance and Nominations Committee provides support and recommendations to the Council, but Council retains decision making authority.
1.23.	Appointment of a Chancellor	Retained by Council	In accordance with the Articles of Association.
2.	Academic Matters		
2.1.	Advising on the educational character and mission, and the strategic development of the academic work, of the University	Academic Board	The Vice-Chancellor can make recommendations to the Academic Board but Academic Board retain decision making power.
2.2.	Oversight of the academic work and activities of the University	Academic Board	The Vice-Chancellor can make recommendations to the Academic Board but Academic Board retain decision making power.

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2.3.	Conferral (and withdrawal) of academic awards (other than research degrees)	Academic Board	Award and Progression Panels administer the arrangements for the conferment of University awards. Academic Board retain decision making power
2.4.	Conferral and withdrawal of all research awards	Academic Board	Award and Progression Panels (Postgraduate Research) administer the arrangements for the conferment of University awards. Academic Board retain decision making power.
2.5.	Approval of academic regulations	Academic Board	Academic Affairs Committee have oversight of, and can agree minor changes to the University's academic regulations and frameworks (including assessment) for taught provision.
2.6.	Academic appeals process/ procedure	Academic Board	Please see the University's academic appeals procedure.
2.7.	Oversight of research compliance and ethics, including responsibility for the development and application of policies and strategies relating to research	<ul style="list-style-type: none"> • Academic Board • Research Committee (as detailed in next column) 	<p>The Academic Board sets standards and ensures that the University meets its obligations to comply with the statutory, regulatory and policy requirements in relation to research.</p> <p>The Research Committee maintains oversight of research ethics through the Research Ethics Committee. The Research Committee also develops, implements and guides the delivery of Research Strategy.</p> <p>Academic Board retains decision making power for matters including course closures, course titles, validation etc.</p>
2.8.	Responsibility for policies and processes regarding the quality and standards of	Academic Board	The Vice-Chancellor can make recommendations to the Academic Board but Academic Board retain decision making power.

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	academic provision as set out in Academic Board's Terms of Reference		Major strategic developments will be subject to Council approval.
2.9.	Partnerships for Collaboration in Educational Provision: Educational Element	<ul style="list-style-type: none"> • Academic Board • University Executive Committee 	Academic Board and University Executive Committee review and make recommendations for any changes required from an educational perspective.
	Partnerships for Collaboration in Educational Provision: Entering into the Agreement	<ul style="list-style-type: none"> • University Executive Committee • Partnerships Board 	<p>The University may enter into Agreements with external organisations for the provision of educational services which are consistent with the Objects of the University.</p> <p>University Executive Committee review and make recommendations for any changes required from a commercial/operational perspective following Academic Board's input.</p>
	Oversight of the academic partner strategy	<ul style="list-style-type: none"> • Council • University Executive Committee 	
2.10.	To consult with the Vice-Chancellor on the suspension or closure of provision	Academic Board	The Vice-Chancellor can make recommendations to the Academic Board but Academic Board retain decision making power.
2.11.	Safeguarding and enhancing academic standards through effective	Academic Board	The Vice-Chancellor can make recommendations to the Academic Board but Academic Board retain decision making power.

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	quality assurance processes.		The Academic Affairs Committee provides support to the Academic Board.
2.12.	Responses to external bodies relating to the academic work of the University	<ul style="list-style-type: none"> • Academic Board • University Executive Committee 	The Vice-Chancellor can make recommendations to the Academic Board but Academic Board retain decision making power.
2.13.	Providing assurance to Council on all academic matters, including those listed above, to enable the Council to make the annual assurance statement on academic matters as part of the Annual Accountability Return	Academic Board	The Vice-Chancellor can make recommendations to the Academic Board but Academic Board retain decision making power.
3.	Student Matters		
3.1	Approval of the rules with respect to the conduct of students	University Executive Committee	

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3.2	Student Complaints procedure – operation and changes	<ul style="list-style-type: none"> Academic Board University Executive Committee 	<p>The Academic Board is responsible, under its Terms of Reference, for the academic experience of students, including student support and guidance; and appeals and complaints.</p> <p>Where any complaint includes non-academic related issues, these are reviewed and considered by University Executive Committee.</p> <p>To confirm, the Vice-Chancellor has delegated these responsibilities pursuant to Article 18.5.</p>
	Student Complaints – Group Actions	<ul style="list-style-type: none"> Retained by Council 	<p>Group action claims with high risk of reputational damage or financial consequences.</p>
3.3	Student disciplinary procedures – conduct and discipline of students and authority for disciplinary action	<ul style="list-style-type: none"> University Executive Committee The Vice-Chancellor 	<p>The University Executive Committee and the Vice-Chancellor are responsible for the conduct, discipline, expulsion, exclusion and suspension of the University's students. It is responsible for the operation and review of all matters relating to student conduct and discipline.</p> <p>The University Executive Committee and the Vice-Chancellor have the power to expel, exclude or suspend students from programmes of study or to impose a fine or other lesser penalty upon any student found guilty of misconduct or breach of discipline.</p> <p>The University Executive Committee and the Vice-Chancellor are empowered to arrange and take part in Disciplinary Panels to consider allegations of misconduct made against students.</p>

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			The Vice-Chancellor may delegate any or all of their powers, except where the Articles of Association or the Regulations of the Council prohibit such delegation.
3.4	The procedure for the termination of enrolment of students for academic reasons	Academic Board	Academic Board agrees the procedure for the termination of enrolment of students for academic reasons.
	The actual termination of enrolment of students for academic reasons	Vice Chancellor, COO	
3.5	Student Terms and Conditions	University Executive Committee	<p>Student Terms and conditions are reviewed periodically by University Executive Committee, including to reflect any changes in legal and regulatory requirements and best practice.</p> <p>Significant amendments are approved by University Executive Committee and noted by Council.</p> <p>Minor amendments are made by the Chief Operating Officer and noted by the University Executive Committee and Council.</p> <p>Minor amendments may include (but are not limited to) administrative changes such as, updates to reflect revised policies and/ or processes, changes to job titles and/ or committee names etc.</p>

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			Legal advice (whether internal or external) can be obtained by Council or the University Executive Committee on any proposed changes to Student Terms and Conditions.
3.6	Student welfare, including the promotion of opportunity, inclusivity and diversity for students	<ul style="list-style-type: none"> • University Executive Committee • The Vice-Chancellor 	<p>University Executive Committee and the Vice-Chancellor will ensure appropriate consultation with Council in respect of student welfare matters.</p> <p>Individual cases are dealt with student services and/ or the relevant senior staff member. Advice may be sought from student services and/ or the relevant senior staff member where appropriate.</p>
3.7	To maintain and protect the principles of academic freedom and freedom of speech legislation	<ul style="list-style-type: none"> • University Executive Committee • Academic Board • Retained by Council 	<p>University Executive Committee will ensure the protection for free speech and academic freedom in accordance with the Higher Education (Freedom of Speech) Act 2023 as amended from time to time.</p> <p>Any recommendations to policies and procedures in this regard shall be for the approval of Council.</p>
3.8	Establishment of procedures to ensure that students have the fullest opportunity to raise matters of proper concern to them at all levels in the University as maybe deemed appropriate by Council	University Executive Committee	

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4.	Student Finance		
4.1	Setting a framework for tuition fees and other fees payable to the University	Retained by Council	All tuition fees and other fees will be set in accordance with any statutory or regulatory requirements.
4.2	Responsibility for non-regulated tuition fees	University Executive Committee	
4.3	Responsibility for regulated tuition fees	Retained by Council	
4.4	Approval of home student scholarships, bursaries and discounts	University Executive Committee	
4.5	Approval of international scholarships, bursaries and discounts	University Executive Committee	
4.6	Determining student residence fees	University Executive Committee	
5.	University Financial Matters and Budget		
5.1	Approval of Financial Policy and Regulations	Finance & General Purposes Committee	The process will be supported by Chief Financial Officer.

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5.2	Approval of the University's Financial Plan (i.e. the annual budget) and 5-year forecasts	Retained by Council	The Finance & General Purposes Committee will make recommendations to the Council and this process will be led by Chief Financial Officer. The Council will give ultimate approval.
5.3	Determination of detailed budgets and financial forecasts within overall approved framework of the University's Financial Plan	Finance & General Purposes Committee	This process will be supported by Chief Financial Officer.
5.4	Ensuring the University maintains robust systems of internal financial control and accountability, including risk management	<ul style="list-style-type: none"> • Finance & General Purposes Committee • Audit & Risk Committee 	This process will be led by Chief Financial Officer and the Finance & General Purposes Committee and Audit & Risk Committee may seek assurance from other committees in fulfilling its responsibilities in respect of this action.
5.5	Monitoring of the University's overall financial position within the parameters of the University's Financial Plan (i.e. the annual budget and 5-year forecasts)	Retained by Council	This process will be led by Chief Financial Officer and the Finance & General Purposes Committee may seek assurance from other committees in fulfilling its responsibilities in respect of this action. The Finance & General Purposes Committee will make recommendations to Council.
5.6	Ensuring the effective and efficient use of resources, value for money arrangements, the solvency	<ul style="list-style-type: none"> • Audit and Risk Committee • Finance & General Purposes Committee 	Finance & General Purposes Committee involved in relation to the solvency of the University and for safeguarding the assets of the University.

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	of the University and for safeguarding the assets		
5.7	Approval of the Office for Students' Transparent Approach to Costing (TRAC) return	Finance & General Purposes Committee	The Finance & General Purposes Committee is responsible for ensuring that the TRAC process used by the University to produce the TRAC return complies with the TRAC requirements. The TRAC return is subsequently signed off by Finance & General Purposes Committee.
5.8	Ensuring compliance with the Office for Students' Financial requirements and obligations	<ul style="list-style-type: none"> • Finance & General Purposes Committee • Audit & Risk Committee 	The Finance & General Purposes Committee is responsible for ensuring compliance with the Office for Students' Financial requirements and obligations. Audit & Risk Committee are responsible for reportable events.
5.9	To consider and approve the Students' Union's financial statements	Retained by Council	In accordance with the Articles of Association.
5.10	Agreement of Treasury Management Policy	Finance & General Purposes Committee	This process will be led by Chief Financial Officer.
5.11	Agreement of Finance Strategy	Retained by Council	The Finance & General Purposes Committee will make a recommendation to the Council and this process will be led by Chief Financial Officer.
5.12	Responsibility for the development and	Finance & General Purposes Committee	The Finance & General Purposes Committee will make a recommendation to the Council and this process will be led by Chief Financial Officer.

No.	Description/Action	The Delegated Authority	Nature of Delegation and Process <i>It should be stated here whether any other senior bodies/individuals other than those set out in the 'Delegation' column are involved in the governance process</i>
	application of an Investment Policy		
5.13	Appointment of investment managers	Finance & General Purposes Committee	This process will be led by Chief Financial Officer.
5.14	Management of endowments and other investments	Finance & General Purposes Committee	This process will be led by Chief Financial Officer.
5.15	Responsibility for the development and application of policies and strategies relating to commercial activities	University Executive Committee	This process will be led by Chief Financial Officer.
5.16	Responsibility for approval, ownership, and review of the tax strategy	Finance & General Purposes Committee	This process will be led by Chief Financial Officer.
5.17	Financial allocations to schools / departments	University Executive Committee	
5.18	Appointment of the University's insurers	Finance & General Purposes Committee	The University Executive Committee will make a recommendation to the F&GPC and this process will be led by Chief Financial Officer.
5.19	Ensuring insurance of premises, assets of the University	University Executive Committee	This process will be led by Chief Financial Officer.

No.	Description/Action	The Delegated Authority	Nature of Delegation and Process <i>It should be stated here whether any other senior bodies/individuals other than those set out in the 'Delegation' column are involved in the governance process</i>
5.20	The establishment, monitoring and closure of subsidiary companies, and the arrangements for their constitution, including oversight of their financial results and the impact on the University.	Retained by Council	The Finance & General Purposes Committee will make a recommendation to the Council and this process will be led by Chief Financial Officer
5.21	Responsibility for the development, operation and application, including minor changes, of the Health & Safety Policy	<ul style="list-style-type: none"> • Council • University Executive Committee 	<p>Significant amendments are reviewed by University Executive Committee for recommendation for approval by the Council.</p> <p>Minor amendments are made by University Executive Committee and noted by the Health and Safety Committee and Council.</p> <p>Minor amendments may include (but are not limited to) administrative changes such as, updates to reflect revised policies and/ or processes, changes to job titles and/ or committee names etc.</p>
5.22	Appointment of the University's bankers	Finance & General Purposes Committee	This process will be led by Chief Financial Officer
5.23	Approval for the opening or closing of bank accounts	Finance & General Purposes Committee	This process will be led by Chief Financial Officer
5.24	Approval of bank signatories	Finance & General Purposes Committee	This process will be led by Chief Financial Officer

No.	Description/Action	The Delegated Authority	Nature of Delegation and Process <i>It should be stated here whether any other senior bodies/individuals other than those set out in the 'Delegation' column are involved in the governance process</i>
5.25	Acceptance of major financial donations, endowments and tangible assets	University Executive Committee Financial Controller	University Executive Committee will make decisions with due regard to the Ethics Policy. Decisions on Minor donations will made by the University Financial Controller .
5.26	Approval of new arrangements with private student accommodation providers	Finance & General Purposes Committee	The process will be led by the Chief Financial Officer.
5.27	The approval of the annual estimates of income and expenditure and the approval of the annual financial statements	Retained by Council	The Finance & General Purposes Committee shall consider and make recommendations to Council for its approval and this process will be led by Chief Financial Officer.
6.	HR and Staffing Matters		
6.1.	Setting a framework for the pay and conditions of services of all members of staff (other than Senior Staff)	Retained by Council The Vice-Chancellor – certain powers under Articles	In accordance with the Articles of Association. The Remuneration & Human Resources Committee provides support and advice to Council in relation to setting a framework for the pay and conditions of service of staff. The Council retains decision making powers. The Vice-Chancellor has the powers and duties under Article 18.4.3 for the appointment, assignment, grading, appraisal, suspension and determination – within the framework set by the

No.	Description/Action	The Delegated Authority	Nature of Delegation and Process <i>It should be stated here whether any other senior bodies/individuals other than those set out in the 'Delegation' column are involved in the governance process</i>
			Council – of the pay and conditions of service of staff other than Senior Staff.
6.2.	Framework for pay, conditions and performance monitoring of Senior Staff	Remuneration & Human Resources Committee	The Remuneration & Human Resources Committee has delegated authority from Council to approve the remuneration, terms and conditions of employment and all other benefits of all Senior Staff (with the exception of the Vice-Chancellor) in accordance with the Articles of Association.
6.3.	The appointment, assignment, appraisal, grading, suspension, dismissal and determination of the pay and conditions of service of the Vice-Chancellor	Retained by Council	In accordance with the Articles of Association. The Remuneration & Human Resources Committee may make recommendations to Council for severance payment terms for the Vice-Chancellor taking account of Office for Students' guidance.
6.4.	Appointment, suspension and dismissal of: <ul style="list-style-type: none"> • The Vice-Chancellor • Senior Staff 	Retained by Council In relation to suspension only: <ul style="list-style-type: none"> • The Chair • The Vice-Chair 	In accordance with the Articles of Association. Governance and Nominations Committee consider and make recommendations to Council, Council retain decision making power. F
6.5.	Appeal by the Vice-Chancellor	Remuneration & Human Resources Committee	In accordance with the Articles of Association.
6.6.	Appeal by a Senior Staff member	Remuneration & Human Resources Committee	In accordance with the Articles of Association.

No.	Description/Action	The Delegated Authority	Nature of Delegation and Process <i>It should be stated here whether any other senior bodies/individuals other than those set out in the 'Delegation' column are involved in the governance process</i>
6.7.	The health and safety of members of staff, students and other persons on the University's premises or where a duty of care exists	<ul style="list-style-type: none"> The Vice-Chancellor (implementation of arrangements) 	Under the Health and Safety at Work etc. Act 1974, the legal duty holder is the University as the employer. Council has delegated the implementation of agreed arrangements to the Vice-Chancellor.
6.8.	Participation in Pension Funds Management of the University's responsibilities and obligations in respect of pension schemes	Retained by Council	The following committees will advise the Council: <ul style="list-style-type: none"> Finance & General Purposes Committee in relation to cost of maintaining pension fund Remuneration & Human Resources Committee in relation to the employee aspect Council has the final authority in respect of University of Gloucestershire's responsibilities and obligations in respect of pension schemes.
7.	Audit and Compliance		
7.1.	Report to Council on the adequacy and effectiveness of the University's arrangements for: <ul style="list-style-type: none"> Risk management, control and governance; Economy, efficiency and effectiveness; 	Audit & Risk Committee	Representations and recommendations from Internal Audit and Executive Team are made to Audit & Risk Committee.

No.	Description/Action	The Delegated Authority	Nature of Delegation and Process <i>It should be stated here whether any other senior bodies/individuals other than those set out in the 'Delegation' column are involved in the governance process</i>
	<ul style="list-style-type: none"> - Management and quality assurance of data submitted to HESA, and to other funding bodies; and - The investigation of any activity within its terms of reference. 		
7.2.	Approval of the nature and scope of the external audit, appointment and removal of external auditors	Retained by Council	<p>The Audit & Risk Committee are responsible for the process to appoint an external Auditor or Auditors and the Audit & Risk Committee will make a recommendation for the appointment of an external Auditor or Auditors to the Council.</p> <p>The Audit & Risk Committee will consider and advise Council on the appointment and terms of engagement of the internal audit service, the audit fee, and the provision of any non-audit services by the internal auditors.</p> <p>The approval of an external Auditor's appointment is reserved for Council in accordance with University of Gloucestershire's Article 13.1.6.</p> <p>The approval of the removal of an external Auditor or Auditors is a right reserved for the Members under Company Law and so it shall be a Members decision to remove an external Auditor or Auditors.</p>
7.3.	Approval of the internal audit needs, assessment	Retained by Council	The Audit & Risk Committee are responsible for the process to appoint an internal Auditor or Auditors and the Audit & Risk

No.	Description/Action	The Delegated Authority	Nature of Delegation and Process <i>It should be stated here whether any other senior bodies/individuals other than those set out in the 'Delegation' column are involved in the governance process</i>
	and audit plan, and appointment and removal of internal auditors		Committee will make a recommendation for the appointment of an internal Auditor or Auditors to the Council. The approval of an internal Auditor's appointment or removal shall be reserved for Council.
7.4.	Strategic oversight of anti-fraud and anti-money laundering policies	Audit & Risk Committee	Chief Financial Officer supports Audit & Risk Committee
7.5.	The appointment of the University's legal advisors	Vice-Chancellor	The Council has delegated this specific power to the Vice-Chancellor. The Vice-Chancellor may delegate any or all of these powers, except where the Articles or the Regulations of the Council prohibit such delegation.
8.	Agreement and contract execution		
8.1.	Execution process for agreements and contracts	Depends on nature of agreement/contract – see section 10 below for more details	Agreements and contracts, once they have gone through the financial approval process, shall be executed/ signed in accordance with Company Law and the Articles of Association (including by way of seal).
9.	Media / PR matters		
9.1.	Authorisation of media releases	Chief Marketing Officer	Approval from Council or the Vice-Chancellor may be appropriate, depending on the context of the media release.

No.	Description/Action	The Delegated Authority	Nature of Delegation and Process <i>It should be stated here whether any other senior bodies/individuals other than those set out in the 'Delegation' column are involved in the governance process</i>
9.2.	Approval of the use of the University logo or brand	Chief Marketing Officer	Approval from Council or the Vice-Chancellor may be appropriate, depending on the context of the media release.

Section 10: Financial Delegation and Authority Levels

Senior staff should ensure they do not act alone on high value decisions during their notice periods. For the avoidance of doubt, any delegated financial authority granted under this Scheme shall be withdrawn with immediate effect where an individual is suspended or on paid leave during a notice period.

Transaction Type/Authority Levels – after co-pilot review	**** £0 - £10,000	£10,001 - £50,000	£50,001 - £150,000	£150,000 - £500,000	£500,001 - £3,000,000	Above £3,000,000
-New Capital Expenditure & -New unbudgeted revenue spend -Student claims	Head of Dept/Deputy Head of School	UEC Members	CFO or COO	VC	F & GP	Council
Capital Expenditure – approved & budgeted projects*	Head of Dept/Deputy Head of School	Head of School/Prof Dept Dir + FBP	UEC members	CFO, COO	VC	F & GP
Budgeted revenue spend*	Head of Dept/Deputy Head of School	Head of School/Prof Dept Dir	UEC members	CFO or COO	VC	UEC
Procurement from Non-approved supplier**	Head of Dept/Deputy Head of School	UEC member + CFO waiver if over £30k	CFO or COO	VC	F & GP	Council

Transaction Type/Authority Levels – after co-pilot review	**** £0 - £10,000	£10,001 - £50,000	£50,001 - £150,000	£150,000 - £500,000	£500,001 - £3,000,000	Above £3,000,000
Capital bids and Research & Commercial income generating contracts (including PIMS)	Head of Dept/Deputy Head of School +FBP	Head of School/Prof Dept Dir + Dir of Research	Dir of Research	VC	VC with CFO review	F&GP (reporting to Council where required)
Payroll – one-off Redundancy/Settlements/ Ill health retirements etc	CFO/People Dir	CFO/People Dir	CFO/People Dir	VC	RHRC	Council
Bad Debt Write-offs	Financial Controller	CFO	CFO	VC	F & GP	Council
Leases & Property Commitments***	Dir of C&T	Dir of C&T	CFO	VC	F & GP	Council
Asset disposal	Head of Dept/Deputy Head of School +FBP	UEC member	CFO or COO	VC	F & GP	Council

*Complies with UoG procurement policy; approval to spend and contract award sign-off will be at the same level of authorisation under the Scheme of Delegation. Suppliers will be ‘approved’ if they have been appointed through a formal procurement process

** Unapproved suppliers will not have been appointed through a formal procurement process and should be subject to waiver if above £30k (the threshold above which public contracts should be published).

*** Any interest on property up to £30k will require review by the Director of Commercial & Transformation and between £30k and £250k also by the CFO, approval of leases in excess of 5 years with an annual value in excess of £250k and up to £500k go to F& GP. Deeds of any value will require sign-off by a Council member and Company Secretary

**** The University Executive Committee may approve lower levels of delegated authority for financial levels below £10k. Any such approvals will be maintained by the Procurement & Commercial team.

Point to note

The proposed structure above has been through a Co-pilot review with the following brief

'To rationalise the complex authority levels in the organisation that have developed piecemeal until now. Rationalise the attached Scheme of Delegation Table to reduce the number of Authority levels by value band by at least 50% and to assign appropriate Authority to approve levels by Transaction type. Produce a Table that is clear and easy to read and understand.'